

March 25, 2011

To: Executive Board

Subject: Management Service Contract—Supplemental Staffing

Recommendation

Authorize the Chair to execute an amendment to the Management Services Agreement for the continued funding of three staff positions on Foothill Transit's contract with Veolia Transportation to continue the implementation of the organization's capital improvement program and implementation of Foothill Transit's environmental management system.

Analysis

Foothill Transit is in the process of a robust capital program that includes the full implementation of the Ecoliner all-electric bus project on Line 291; construction of a number of park and ride facilities in the San Gabriel Valley; implementation of an agency-wide environmental management system; and the continuation and completion of a number of American Recovery and Reinvestment Act (ARRA) funded projects.

These projects continue to require a significant amount of staff work. Veolia proposes to continue the services of its Construction Project Manager, Senior Accountant/Grants Coordinator, and upgrade the Senior Operations Analyst to Environmental Services Manager to ensure the successful delivery of these projects.

In a letter (**Attachment A**) to Chair Chandler, Veolia Transportation President and Chief Operating Officer, Ken Westbrook has proposed continuing these three positions for a total monthly cost of \$39,279, subject to the annual increases included in the existing management agreement.

Budget Impact

Foothill Transit's budget for fiscal year 2012 will include funding for these positions.

Sincerely,



Darold Pieper
Legal Counsel



March 17, 2011

Roger Chandler, Chair
Foothill Transit
100 So. Vincent Ave., Suite 200
West Covina, CA 91790

Re: Supplemental Staffing

Dear Chair Chandler:

In February 2009, Foothill Transit approved the addition of three staff positions to support the implementation of projects funded through the American Recovery and Reinvestment Act (ARRA). The positions are scheduled to expire on June 30, 2011. The purpose of this letter is to offer and suggest that these positions be incorporated into the core staffing that Veolia Transportation provides to Foothill Transit.

Foothill Transit continues to have an aggressive capital improvement program. In addition to completing the ARRA funded capital improvement projects, it is likely that you will have as many as three park and ride projects under development. This could well be the largest number of major capital projects being developed at any time in the organization's history. In order to successfully complete this work, we propose that you retain the position of Construction Manager. Ms. Sharlane Bailey has filled this role for the past two years. She has made many contributions during her time with the team and she will play a critical role in carrying out the anticipated construction projects.

The second position that we propose retaining currently has the title of Operations Analyst. Ms. Lauren Cochran currently holds this position. Lauren has been involved with a number of projects, most notably the development of the Ecoliner. Lauren has also played a key role in advancing Foothill Transit's sustainability program. We propose to upgrade this position to Environmental Sustainability Manager. Lauren would continue to support the Ecoliner project. In addition, she would be the lead champion for Foothill Transit's comprehensive efforts to implement an organization-wide sustainability effort which could ultimately lead to ISO 14001 certification.

Finally, we propose the continuation of the Senior Accountant/Grants Coordinator. This position supports the finance team in administering and managing the various grants and expenditures related to the implementation of this capital program. Further, this position provides additional capacity to address the additional workload in the procurement area. Ms. Darla Higgins holds this position and has provided the level of support required to advance Foothill Transit's many projects.

We propose these positions be added to the core staffing that Veolia Transportation provides. The cost associated with these positions is \$39,279 per month. We further propose that this amount be subject to the annual increases that are included in the management contract.



Thank you for your consideration. If you have any questions regarding this proposal, please contact me at (630) 382-1120.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Westbrook", followed by a long, sweeping horizontal line that extends to the right.

Ken Westbrook
President and Chief Operating Officer

cc: D. Pieper
D. Barnes